

**SECRET**

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8 September 1961

[REDACTED]  
CI STAFFTHRU : Records Management Officer, DD/P  
CIA Records Administration Officer

Records Control Schedule for the [REDACTED]

1. Attached for your concurrence are two copies of the Records Control Schedule prepared for the [REDACTED]. Your concurrence may be recorded on the first page of each copy after which the copies should be returned to me for final authentication.

2. The Disposition Instructions in this Schedule are a result of the collaboration of [REDACTED] of your office and [REDACTED] of this Staff. Through the efforts of [REDACTED] and [REDACTED] comments on this schedule were solicited and compiled for the entire [REDACTED]. The finished schedule reflects these comments and suggested changes and is in agreement with the individuals responsible for its preparation and General Records Management Policy.

3. As I mentioned in my previous memo to you, we consider five percent (5%) of your records to be of a permanent nature. These permanent records are so indicated in the schedule and should be preserved for historical and research purposes. I do consider your records to be among the most important in this Agency, and believe that use of the Records Control Schedule will help to preserve these documents and at the same time eliminate those which have a limited or dated life span.

4. The cooperation and assistance of your entire staff is appreciated and we will be glad to work with you again when needed.

[REDACTED]

Attachments (2)

## Distribution:

- Orig & 1 - addressee
- 1 - RMO/DD/P
- 1 - Chief, CI Staff
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